

CITY OF BURBANK

WORK TRAINEE I

DEFINITION

Under supervision, to do simple clerical, maintenance or recreation work; to learn office methods, procedures, and equipment, and/or the basic elements of a trade, recreation or a technical field; and to do related work as required.

ESSENTIAL FUNCTIONS

Clerical and technical - Performs a wide variety of simple duties of a clerical or technical nature; operates general office equipment including personal computers; maintains files; types materials and posts data to records; operates various types of office equipment; gathers and tabulates data; issues and checks equipment and supplies; operates movie projector; assists and/or conducts and prepares a variety of programs and activities.

Maintenance - Loads and unloads materials, supplies and equipment; maintains and irrigates grounds and planting areas; picks up refuse and litter; sweeps and maintains facilities and paved areas; drags, repairs and lines ball diamonds.

Recreation - Under supervision, supervises participants in child care, drop-in recreational programs, classes, day camps, special events, sports, and other recreational programs; obtains supplies, collects program fees; leads activities and classes; secures permit areas; completes forms and creates written flyers and reports; supervises recreational facilities or programs; provides facility maintenance and preparation. Renders routine first aid when needed. Establish and maintain effective working relationships with supervisors, fellow employees, and the public.

MINIMUM QUALIFICATIONS

Employment Standards:

- Ability to - understand and implement written and oral instructions; to learn and understand office methods and equipment operations; demonstrate accuracy to alphabetize and file names and numbers and make computations.

Education/Training: Completion of the ninth grade in school.

License & Certificates: Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, may be required within three months of appointment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: Knowledge of basic computer skills and ability to communicate in a second language.